**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL**

**GRANT APPLICATION FORM**

**Basic Information**

**Please indicate which form of grant funding you are requesting:**

**❒** Annual Grant Scheme

**❒** Community Grant Funding

**PROJECT/SERVICE OVERVIEW** (use no more than 25 words)

……………………………………………………………………………………………………….

……………………………………………………………………………………………..…………

**AMOUNT REQUESTED: £** ……………….

**Contact Details**

**Q1 Name of your organisation:** …………………………………………………………………..

**Contact for this application**

Title: …… First Name: ………..…………….………Surname: ………………..……………….

Position held in the organisation: …..…………….………………………………………..…….

Contact Address: ………………………….……………...........................................................

Postcode: .…....……… Tel: …………………..……Email address: …..……………………....

**About your organisation**

Q2 What type of organisation are you? Tick (✓) relevant category:

Registered Charity: ( ) (Charity Registration Number: …..………………….)

Voluntary Organisation: ( ) Other: …………………………………………..….…..

Q3 When was your organisation established? …………………………….………….………

Q4 **❒ Please tick this box to confirm that your organisation is properly formed (i.e. has a document such as a Deed of Trust, Constitution, Standing Orders, etc)**

Q5 **❒ Please tick this box to confirm that your organisation has charitable/community aims which benefit residents within the Town Council area.**

Q6 Briefly describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

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**Details of the project/service you are planning**

Q7 Give details of the project/service (continue on another sheet if necessary).

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**Funding of your project/service**

**Q8 List any funding you have received from the Town Council in the last three years.**

|  |  |  |
| --- | --- | --- |
| **Year** | **Project/Service Description** | **Award £** |
|  |  |  |
|  |  |  |
|  |  |  |

**Q9 Please provide a detailed breakdown of funding required.** Please provide quotes, or any other information to show costs, to support your application (use another sheet if necessary).

|  |  |
| --- | --- |
| **Project/Service Expenditure** - list all items of expenditure | **AMOUNTS** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** | **£** |

**Your Accounts**

**Q10 Please provide with this application a copy of your most recently annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.**

**Q11** **❒ Please tick this box to confirm that your organisation has a bank account with at least two signatories.**

**Q12** **Should you be successful, how would you wish the grant to be paid to your organisation.** Tick (✓) relevant type of payment:

BACS ( ) Cheque ( )

Please provide the name of the bank account which a grant would be paid into if your organisation is successful:

……………………………………………………………………………………………..…………

Please provide BACS details (if you have opted for payment by this method):

Sort Code: ………………………………………………………………………………..…………

Account number: ………………………………………………………………………..…………

**Any Other Information**

**Q13 Any other information which you consider to be relevant to your application.** Please also enclose with this application form any other information you feel supports your application (continue on another sheet if necessary).

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**Declaration**

Q14 Signature of person completing the application (as named in Q1).

*I confirm that, to the best of my knowledge and belief, all information in this application form is true and correct. If successful the organisation will use the grant only for the purpose specified. I understand that you may ask for additional information.*

Signed: ……………………………………………..… Date: …………………………..

**Please return your completed application form to:**

Town Clerk, Elloughton-cum-Brough Town Council, PO Box 124, Brough, HU15 1YH

Or,

town.clerk@elloughtonbrough-tc.gov.uk